

10 JAN 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Management and Services Advisory Group (MSAG)

1. At the meeting of 8 January 1974, the DD/M&S covered the following agenda items:

a. Agency Space Problem: The DCI has made the basic decisions relating to space in the Headquarters Building. He has decided that he wants the DDO here; DDI analysts; the NIO and IC Staff; and parts of DD/S&T.

b. Tube System: This is a good proposal and we will take steps to put out a reminder.

c. Fire Drills: There was a discussion about prior leaks of information, possibly in OJCS, but future drills will be carried out without prior notification.

d. Inter-Office Memos: This was discussed at some length, and it was agreed that we will push for the use of plastic briefcases. There is no security problem per D/OS.

e. Commuter Service: There was an extended discussion on this topic, both in terms of the legal problems and the energy crisis. There was reference to the car pool situation, as well as the increased use of buses [REDACTED]. There was mention of [REDACTED].

f. CIA Displays: There was no report yet available on this topic.

g. Office Meetings: This is a good idea and an effort will be made to expand on this proposal. The thought was expressed that there might be some advantage in Directorate-wide meetings, rather than the picture-taking, hand-shaking sessions in the auditorium.

h. VIP Unit Price: This is a good idea and it will be implemented. It was pointed out, however, that there is some pressure on slots, and it might be that VIP should become self supporting by the end of the fiscal year--the same as EAA. The DD/M&S can be lenient in the beginning, but at some point VIP will have to pay for expenses connected with computers and people. In this line, the DD/M&S praised the display of Agency medals, while expressing some disappointment concerning the classified bulletin board.

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i. CIA Letterhead: It was pointed out that there are cover problems, but we are going to find out why the field versions cannot be released. The DD/M&S feels that the letterhead material reflects well on the Agency, where cover problems permit the release of this data. It shows we are a legitimate Government organization honestly concerned about day-to-day matters, such as the energy crisis and the ecology problems.

j. Office Name Changes: The first reaction of OP was that we don't need this, but arrangements have now been made to cover the procedures. There is a focal point in OP on organizational changes.

k. Language Signs in Elevators: OTR feels there would be no substantive benefit in learning a language, but it might generate some interest in the topic. The suggestion was made that [REDACTED] submit the proposal to the Suggestion Awards Committee, so that it would obtain full study. One MSAG member discussed the OTR program of learning languages through foreign language TV--supported by [REDACTED]

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1. Secretarial Career Service: The DD/M&S advised that there is a "tough fight" on this proposal, but we have not given up on the issue. One report from an inter-Directorate committee was not in favor of the suggestion.

2. The MSAG covered the following items:

a. Honor and Merit Board: It could be used more effectively for motivation and not just in connection with retirement. The pattern seems to be based on the knowledge of procedures rather than real merit and something should be published to clarify procedures. There might be some benefit in having less formal procedures for some awards. The DD/M&S mentioned the DIM; repeat citations; QSI's; the NSM and unit citations.

b. External Training Policy: The new MSAG is in the process of gathering information and other statistics. A full report will be submitted later.

c. Drug and Drinking Policies: Some thought was expressed that the policy is not firm--with OS handling of drugs and OP handling the alcohol problem. Some concern was also expressed about excessive use of "legal" drugs. A full report will be submitted on this.

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[REDACTED]  
Executive Officer to the  
Deputy Director

for Management and Services

EO-DD/M&S:LJD:kmg

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Orig - DD/M&S Subject  
1 - DD/M&S Chrono

1. MSAG PROPOSAL      Agency Space Problem. Establishment of a senior panel to decide on units to remain in Hdqs.Bldg., and better utilization of existing space (smaller library, move GSA out, better use of garage, GSI food for Executive Dining Room, Office budgeting for major space renovations)
- OL POSITION      Panel concept overtaken by events following DCI decisions on 8 November. GSA move often considered but not advisable because of dollar savings. Garage proposal under active consideration, as with GSI issue. Office budgets on renovations covered in Program Call.
2. MSAG PROPOSAL      Tube System Use: Recommends an Agency-wide notice advising personnel of the decrease in mail pickups and the advantages of using the tube system-for urgent and routine correspondence.
- OL POSITION      This is a good proposal, and although the majority of personnel know about the tube's existence, we can publish an Agency-wide reminder.
- 3 MSAG PROPOSAL      Fire Drills: The value of fired drills is completely lost because people have advance warning, and all material is put in safes ahead of time. Recommends that future drills be a surprise to everyone.
- OS POSITION      Basically a good proposal. In the past Building Evacuation Officers have been briefed so that senior Agency officials know of the impending drill. Future fire drills in various buildings will be conducted without prior notification, in accordance with the MSAG suggestion.
4. MSAG PROPOSAL      INTER-OFFICE MEMOS: Adopt Agency-wide inter-office envelopes with enough spaces so recipient can cross out his address and uses the envelope again. Also the possibility of using new stick-on address tape. MSAG recommends an Agency-wide notice on/ this in an effort to save paper.
- NO INFO      Appears to be a good idea, and the proppsal will be checked out.

5. MSAG PROPOSAL

COMMUTER SERVICE: Expand the shuttle service, permit Rosslyn employees to park at Hdqs; pool facilities with Government agencies; experiment with OJCS computer-assisted car pooling; more-accessible car pool boards at Ames Building; conduct a campaign with signs, charts, displays; conduct survey to determine trends, etc.

OL POSITION

A new notice was recently issued. To be noted that OGC has rendered the opinion that it would be illegal to augment the system on travel from residence to work, and we may not contract for a charter service on behalf of employees. OL is in the process of exploring new and different ways of encouraging car pools.

6. MSAG PROPOSAL

*Adde to*

EXPAND CIA DISPLAYS: Believes that CIA "in-house" displays by the Fine Arts Commission should be expanded and shown to the general public - school children, visitors, tourists, Refer to the drug display, Berlin tunnel, Cuban Missile Crisis, "Need to Know" film Display showing commercial application of CIA products, such as metal detectors, paraffin test, etc.

NO INFO

The basic concept creates serious security problem, at a time when there is concern about access to the compound, bomb threats, etc. It is also costly and sometimes counter-productive. (LJD)

7. MSAG PROPOSAL

OFFICE-WIDE MEETINGS .There is very favorable response re OJCS, OS and OL office-wide meetings. Feeling expressed that this improves morale, eliminates rumors, provides for a general exchange of information, and develops a sense of unit.

NO INFO

Excellent idea. Every effort should be made to further encourage this within DD/M&S.

8. MSAG PROPOSAL

VIP UNIT PRICE. Present system involves quarterly statements. Recommends that unit price be posted on Agency bulletin boards every two weeks so employees can follow their investments

OPPOSITION

No formal response. Initial informal reaction of D/OP 1/7/74 was that this is a good idea. The proposal is being explored in further detail,

9. MSAG PROPOSAL

EMPLOYEE'S INFORMATION ON CIA LETTERHEAD. Recent items relating to conserving gasoline and medical newsletters were on Agency letterhead. Many employees would not take home because of cover problems. Recommends sterile version.

NO INFO

10. MSAG PROPOSAL

OFFICE NAME CHANGES. Suggests that a central point be established where office names, initials, phone and room changes be recorded - to end confusion caused by reorganizations. Cited examples

OP POSITION

OP has identified the Position Management and Compensation Division as a focal point on approving changes to eliminate duplication. Will develop an appropriate Agency notice confirming this requirement.

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8 JAN 74

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : MSAG Agenda for 8 January 1974  
Meeting with DD/M&S

- A. Welcome and address to the new members of the DD/M&S Management Advisory Group.
- B. Paper for Discussion  
Management response to MSAG paper on DD/M&S position control.
- C. Management Briefs Completed
  - 1. Employee Information on CIA Letterhead
  - 2. VIP Unit Price
- D. Papers Being Studied
  - 1. Honor and Merit Awards Program
  - 2. External Training Policy
  - 3. Drug Problem
- E. Open discussion for new and old business including Mr. Brownman's recent trip.

Management & Services Advisory Group

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